



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 12300.
SPAWAR 08-1
4 June 1990

SPAWAR INSTRUCTION 12300.1

From: Commander, Space and Naval Warfare Systems Command

Subj: USE OF PRIVATE SECTOR TEMPORARY HELP SERVICES

Ref: (a) CCPO-CCINST 12300.2
(b) 5 CFR Part 300, Subpart E
(c) Federal Acquisition Regulation (FAR)

Encl: (1) Security Information
(2) Orientation Instructions and Information

1. Purpose. To delegate authority to request the use of private sector temporaries and to provide policy and procedures for administration of the program.
2. Applicability. The provisions of reference (a) and this instruction apply to SPAWAR headquarters only.
3. Policy
 - a. A "critical need" situation, as defined by paragraph 300.501(e) of reference (b), is a sudden or unexpected occurrence: an emergency; a pressing necessity; or an exigency. This program may be utilized only for critical need situations. A recurring, cyclical peak workload, by itself, is not a critical need. Further restrictions and clarification can be obtained from references (a) and (b), e.g., this program may not be used when a permanent civil service appointment should be made or there are qualified candidates available for placement into a temporary federal appointment.
 - b. Director of Navy Laboratories, Assistant Commanders, Program Directors, Directorate Heads, Deputy Program Directors and Technical Directors are delegated authority to request the use of private sector temporaries. For all SPAWAR 00/09 staff offices, the Executive Assistant to the Commander (SPAWAR OOE) will be the Requesting Official.
 - c. Private sector temporaries will work no more than eight hours per day.
 - d. Use of private sector temporary employees will not exceed an overall duration of 120 calendar days in any one individual situation. Requests are to be submitted in increments not to exceed 45 work days.
 - e. Holidays do not count as work days toward the 45 work day maximum.
 - f. Temporary services are to be funded from the account which would have paid the salary of a civil service employee performing the same function, i.e., the same budget activity for O&M,N direct funded positions or the same source of funds for reimbursable positions (e.g., Foreign Military Sales).
 - g. Each request may not exceed \$10,000.

h. In accordance with paragraph 37.104 of reference (c), personal services contracts, indicated by relatively continuous supervision and control (of a contracted employee) by a government official, unless specifically authorized by statute, are prohibited.

4. Responsibilities

a. Requesting Officials will:

(1) Complete a certification form and NAVCOMPT Form 2276, Request for Contractual Procurement (including line of accounting). Reference (a) provides samples of statements of work (including rates per contracting firm), a certification/request form and NAVCOMPT Form 2276;

(2) Appoint a job site point of contact for each request for a private sector temporary; and

(3) Ensure compliance with the provisions of reference (a).

b. Job site points of contact will:

(1) Ensure compliance with applicable sections of enclosures (1) and (2);

(2) Provide a brief orientation to the temporary upon reporting for duty and track the days worked, using enclosure (2). (Attach enclosure (2) to the file copy of the certification form after completion of services and retain for record purposes);

(3) Verify the total hours worked by the temporary employee by annotating the Contractor-provided time card; and

(4) Establish a standard procedure for making work assignments to the temporary employee, avoiding personal services or the appearance thereof, by ensuring strict adherence to the statement of work.

c. Management and Operations Directorate (SPAWAR 08) will review each request for compliance with reference (a), consistency with command policy and other related concerns, and will track all requests.

d. Comptroller Directorate (SPAWAR 01) will review each request to ensure that funds cited are appropriate and available. Additionally, SPAWAR 01 will review the function to be performed to determine if it is Contractor Advisory Assistance Services (CAAS), and CAAS authority is available, if required.

e. Security Office (SPAWAR 09H) will:

(1) Review each request for security implications and be kept apprised of impending appointments; and

(2) Ensure currency of and compliance with applicable portions of the security information provided in enclosure (1).

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5. Procedures

a. Completion of forms:

(1) For ease in tracking, all certification forms for private sector temporary employees are to be serialized PST-(code)-(number) in the upper right hand corner (e.g., PST-08-0001). Note the estimated total cost beneath the request number on the certification form. If the total cost is less than \$2,500, also indicate the preferred contracting firm from reference (a). If the total cost exceeds \$2,500, the contract will be granted through competition to one of the three contractors listed in reference (a).

(2) Attachment (2) of reference (a) should be used as the certification form to be completed by the Requesting Official for each request. Attach a copy of the appropriate statement of work to the certification form and add additional duties, if necessary.

(3) Blocks 9 and 11 of NAVCOMPT Form 2276 must be completed exactly as noted in Attachment (1) of reference (a). Block 10 must contain the name of the appropriate servicing Consolidated Civilian Personnel Office, Crystal City (CCPO-CC) staffing specialist and phone number. Block 12 must provide the following:

Space and Naval Warfare Systems Command
SPAWAR 01-4, Accounting Division
Washington, DC 20363-5100

b. Processing of forms:

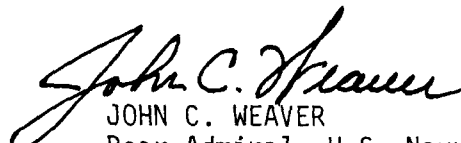
(1) Initially, Requesting Officials will forward only the certification form for requesting private sector temporaries and a memorandum justifying the critical need to SPAWAR 08 via SPAWAR 09H.

(2) Upon approval from SPAWAR 08, Requesting Officials will forward NAVCOMPT Form 2276 to SPAWAR 01 for certification of availability of funds. SPAWAR 08 will forward certification form to SPAWAR 01.

(3) If approved by SPAWAR 01, the request will be returned to SPAWAR 08 for forwarding to CCPO-CC. If not approved, SPAWAR 01 will return the request to the requesting code via SPAWAR 08 for additional action or withdrawal.

c. Contract execution will be handled by CCPO-CC.

6. Action. Addressees will ensure compliance with the provisions of this instruction.


JOHN C. WEAVER
Rear Admiral, U.S. Navy

Distribution:
(See page 4)

Security Information

1. If the temporary requires either Confidential or Secret access, the using code should request that the temporary possess a Secret security clearance.
2. No temporary will be given Top Secret or special category access.
3. No temporary will be given security container combinations.
4. No temporary is authorized to sign for or pick up Secret material from the mailroom.
5. No temporary is authorized to work outside of normal duty hours unless escorted by a SPAWAR employee.
6. A temporary will be issued a visitor badge daily.
7. The following information must be provided to SPAWAR 09H by the job site point of contact, immediately upon confirmation from the CCPO-CC staffing specialist or no later than one day from the beginning of the temporary services:

the request number, the full name and social security number of the temporary employee, the length of the temporary service, and if temporary was previously at SPAWAR headquarters or activity of SPAWAR within commuting area.
8. The job site point of contact must inform the CCPO-CC staffing specialist to remind the contracting firm that the temporary employee must bring some form of photo identification with a signature each day he/she reports to work. (Report to Visitor Control Center.)
9. Foreign Nationals will not be employed under this program.

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ORIENTATION INSTRUCTIONS

1. Obtain the following information from the CCPO-CC staffing specialist. Then promptly provide the asterisked information to the security office, telephonically or via a copy of this form.

* Name of Temporary: _____ * Request No: _____
* SSN: _____ Lunch Hour: _____
(From-To)
* Security clearance needed to perform duty: _____
(Enter SECRET or NONE)
* Dates of service: _____ * Total # of days: _____
(From-To)
* Dates of previous service to SPAWAR or field activity: _____
(From-To)
* Name of Activity (if one): _____
* Total number of days: _____

2. Remind the CCPO-CC staffing specialist to have temporary bring photo identification with signature to NC#1, Visitor Control Center each day of work.
3. Give page 2 of this enclosure to temporary employee for information purposes.
4. Attach this page to a file copy of the temporary services request (certification form) and retain for record purposes.
5. Complete the following as services are rendered:

<u>Week Ending</u>	<u># of Days Worked</u> (NTE 45 work days)	<u># Hours Worked</u>
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6. Comments:

7. Job Site Point of Contact: _____
Signature/Date

Enclosure (2)

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ORIENTATION INFORMATION

1. Photo identification with signature must be shown each time upon entering NC#1, Visitor Control Center. Upon leaving NC#1, you must return visitor badge to the Visitor Control Center if returning later in the day. If not returning later in the day, drop visitor badge in the box at guard post in main lobby. Visitor badge must be displayed at all times while in the building.
2. Lunch hour is from _____ to _____
3. Snack bar is located on the eastern side of the building, on the third floor; from elevators, make a left turn. Hours of operation are from 0700 to 1500, Monday thru Friday.
4. Rest rooms are on the eastern side of the building; from elevators, make a left turn. Water fountains are also on eastern side of building.
5. Soda machines are located near 1W08 and in the smoking lounge in 11E13. Pay phones are located in the main lobby and near soda machine on first floor.
6. Smoking is permitted in rest rooms on odd numbered floors (except the 9th floor) and in the smoking lounges in 11E13 and 10E44.
7. There are many restaurants and shops within walking distance of NC#1.
8. A U.S. Postal Service vehicle is stationed in front of NC#1 from 1200 to 1350, Monday thru Friday.
9. _____ will certify the Contractor-provided time cards.
10. Handicapped equipped rest rooms are located on the fifth floor.
11. Stairways are located on the eastern side of the building. Elevators are not to be used in the case of fire or fire drills.